



25

TYPING

SHORT CUTS

25

Time and Energy Saving Short Cuts . . . for YOU

✧ Fast typing is spectacular, but it is not the complete answer to fast work.

✧ What short cuts do you know? How much time do you lose when you make a mistake? If you are typing cards, how do you fit the cards into the machine?

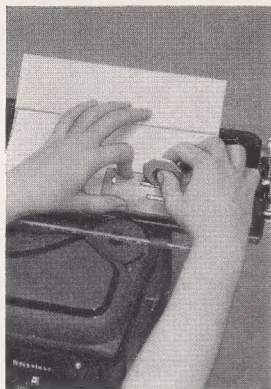
✧ The hints in this book are collected from experiences of thousands of successful and efficient typists. We call it "Typing Short Cuts" because each one does save valuable time on the job.

1. RHYTHM AND CADENCE



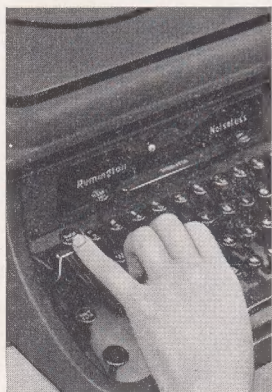
✧ Good typing demands rhythm . . . and an exact, even cadence, or force of stroke. Both can be cultivated more easily by touch typing than by sight writing. Both save time, because they produce even impressions, and lower the number of corrections.

2. MAKING CORRECTIONS



☞ The best of typists make mistakes. After erasing, (any Remington Rand representative would be glad to give you an erasing shield) an excellent point to remember in typing in the correction is to avoid striking the key too hard. Instead, tap the proper key lightly, repeating until the color of the correction matches that of the original writing.

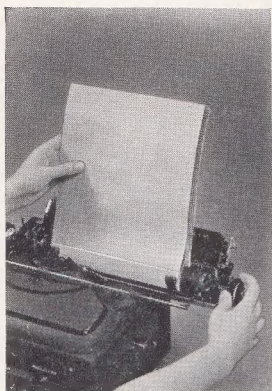
3. INSERTING LETTERS



☞ Should you leave off the end of a word, and not discover your error until the rest of the line has been written, a correction can be made without erasing the entire line. Position the carriage at the space following the word. Depress the back space key half way, and hold it thus as you type in the missing letter. It is even possible to substitute a longer word for a shorter, such as "have"

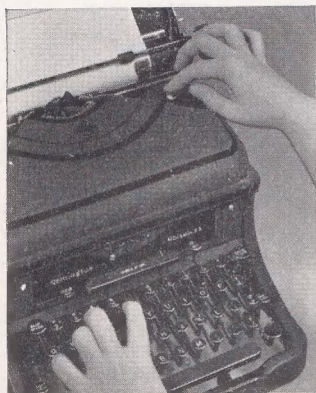
and "had." Erase the incorrect word. Position the carriage where the first letter had been written. Front space *once*. Depress the back space key all the way down and hold. Type the first letter. For each subsequent letter of the word, front space *twice*. Depress the back space key and hold, type the letter.

4. BACK FEEDING



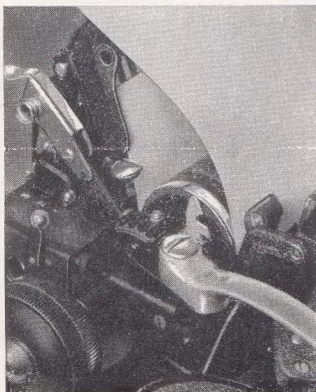
✎ To correct matter fastened with a manuscript cover—back feed. Feed a sheet of paper into the machine in the usual way until the edge appears above the paper fingers. Insert the sheet to be corrected between the paper and the cylinder. Turn back the platen to the desired point. Regardless of the thickness of the book, providing the test runs parallel to the binding, insertions or corrections can be made in any section desired.

5. UNDERSCORING



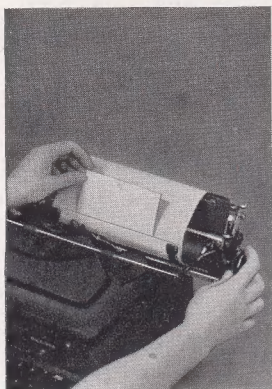
✎ You can save time when you are writing continuous underscoring, by winding the ribbon by hand as you strike the key. This also makes the line more even. Ordinarily the rule is to underscore words only—with breaks allowed for space between words.

6. GUIDING PAPER



✎ If your typewriter is not equipped with Remington's exclusive "ENDICATOR," set up your paper guide so that a slight edge of the paper protrudes beyond the end of the cylinder, and you will be able to see end of the sheet in time to gauge the stopping point of your work.

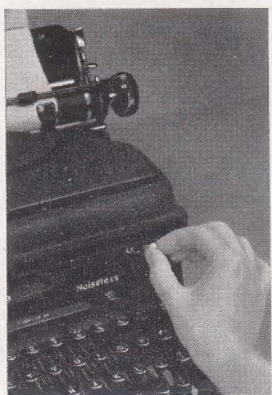
7. FEEDING SMALL CARDS



☞ Frequently you may have work to do which involves feeding small cards into the machine. If your typewriter is equipped with a Remington Card Cylinder then your task is simple.

☞ If, however, it is not equipped with Remington's card writing cylinder, you can facilitate your work considerably by following this procedure: Crease a pleat across a larger sheet of paper to form a pocket for the card. Insert the pleated sheet into the machine and leave permanently. Drop cards into the pleat and feed backwards. The larger sheet will be gripped by the feed rolls, and it in turn will hold the card or label steady. Increases speed of feeding because platen only needs a quarter turn.

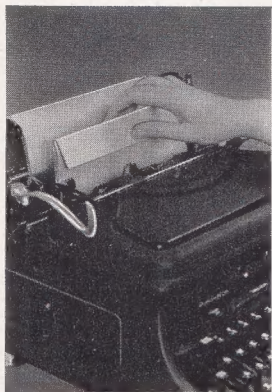
8. "FILL-IN" WORK



☞ Unless you are using a Remington Noiseless No. 10 Typewriter or a Remington Model 17, you will find the following short cut helpful in doing "fill-in" work. First, be sure the color of ribbon on the machine matches that used on the typed matter. Next, the margin must be exact. To test it, feed the sheet into the machine to the second or third line and overwrite a period or comma.

☞ The Noiseless typewriter is distinctly superior for this work. Through the pressure dial you can regulate the density of the type impressions to compare exactly with the body of the printed matter.

9. FEEDING CARBON PACK



✍ A smaller strip of paper folded over the top of a pack of stationery and carbon sheets helps to feed a heavy pack into the machine evenly, and saves a good deal of jockeying to get the numerous sheets all in alignment. Remove it after the pack is adjusted to writing position.

✍ In feeding a single carbon, insert original and second sheet, turn into the platen about an inch, then insert the carbon paper between. When finished the paper fingers will re-

move the carbon paper automatically. (Also see Short Cut No. 24).

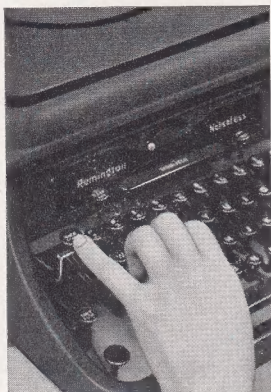
✍ Users of Remrandco Carbon Paper will have their work facilitated by the FREE-QUICK feature—uncoated edges protrude beyond the stationery and allow the carbon to be taken out in one operation instead of the many necessary with ordinary carbon. A distinct advantage and a real economy!

10. CHAIN FEEDING



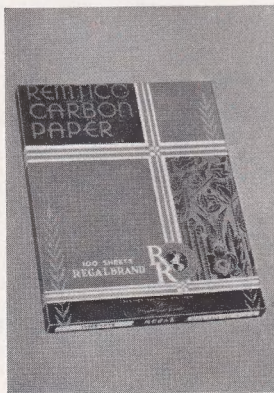
✍ Much time can be saved in writing cards or form letters, or addressing envelopes, by "chain feeding." To "chain feed," insert the next piece to be typed into the machine before removing the first. Thus, a single twirl of the platen knob to remove one paper automatically turns the next into position to be typed. In the case of envelopes, prepare a chain of three, before typing the first.

11. CENTER HEADINGS



✧ Crease the letterhead or other paper to find the exact center. Place this in machine at writing position. Set a Tabulator Stop at this position. Move side guide to touch paper. Insert succeeding sheets into machine with left hand edge against side guide and depress the Tabulator Bar or Key in order to center the paper every time. By back spacing one space for each two characters in the heading, exactly the same number of letters, single spaced, will be typed each side of the center. Back space one full space for every letter if double-spacing in heading is desired.

12. SELECTING CARBONS



✧ You can save time, and do better work, by the proper selection of carbons. Use standard weight carbon for one to six copies; medium weight for six to twelve; light for more than twelve. With heavy ledger or bond papers, use light weight carbon.

✧ Noiseless typewriters usually give best results with heavier weights of carbon paper when manifolding packs up to five copies.

✧ Let the Remington Rand representative study your requirements and recommend the proper carbon for your use.

15. TYPING NARROW LABELS



☞ This is the hardest job any operator has to do, which can be simplified as follows: Take a regular 8"x5" card or larger. Cut a line approximately $\frac{1}{4}$ " shorter than the width of the label you desire to write, preferably with a razor blade. At the end of the cut in the card make two little notches approximately $\frac{1}{8}$ " wide or less. This will form a pocket in which the label can be inserted. At this point fit the card and label into the machine the same as you would a regular sheet of paper. It is also possible to fit a number of these labels at one time by making several pockets on the cards.

16. CLEANING MACHINE



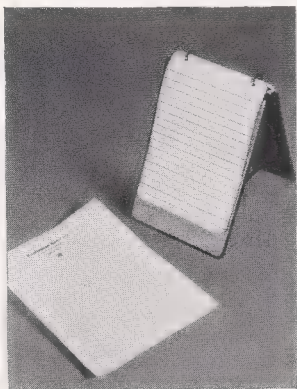
☞ It is difficult to get neat work consistently out of a typewriter full of grit from dirt and erasures. Clean your machine well. Wipe surface with soft cloth dampened with gasoline or benzine, never alcohol as this destroys the finish. Type should be cleaned with a stiff brush or a good plastic type cleaner such as "Remtico." After wiping off old oil, lubricate the carriage and escapement bearings SPARINGLY.

Apply wood alcohol . . . not oil or gasoline . . . to the platen weekly. *Platens encased in age-hardened rubber eat ribbons and deface type—they should be replaced.*

☞ An instruction book accompanies all machines, or a copy can be had on request at the manufacturer's office.

☞ Remington Rand features a periodical Inspection Plan that guarantees typewriter "good health." Ask your Remington representative.

17. ESTIMATING LETTER LENGTH



✧ Before you start a letter, you will save time and insure better looking work by estimating the amount of space it will take. Here are some figures which will help:

✧ The average number of words on a writing line is twelve. This figured on a basis of 70 pica spaces, ten spaces to the inch.

✧ The average number of lines on a standard letterhead is 26. This computes 312 words to the page.

Deductions for short lines will reduce that to 300 or less.

✧ At an average speed of 60 words a minute, you can allow five minutes per page for straight copying work. Transcribing from shorthand, of course, takes longer. The average for legal "cap" sheets are 11 words per line, 29 lines per page.

18. PROPER RIBBONS



✧ No typewriter can do better work than its ribbons. Paper finishes and card stock have a direct bearing on the density of type impressions.

✧ Printing by pressure, Noiseless typewriters do not hammer holes in ribbon fabric as old-style machines sometimes do. Therefore, thinner fabrics can be used which yield finer, sharper impressions.

✧ Typing like copper plate can be had with the Noiseless typewriter outfitted with a Patrician Silk Ribbon. All ribbons last longer on Noiseless typewriters.

✧ Ribbons need not be turned. All machines have a two-color ribbon device which permits using both top and bottom halves of a single color ribbon.

19. LINE-A-TIME



☞ The strain of zig-zag reading . . . the constant twisting of the head from the notebook to the typewriter and back again . . . saps body energy, causes eye-headaches, slows up work and greatly increases the chances for error. The new improved Line-a-Time makes notecopying easy. Holds notes directly in front of you at just the right level and distance, while the line-finder shows you one line at a time.

At night, or when not in use, the Line-a-Time telescopes neatly to fit into the desk behind your typewriter.

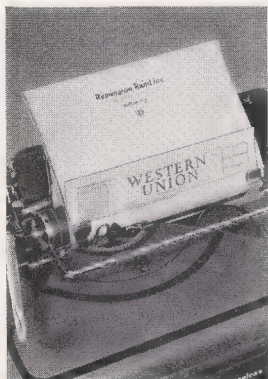
☞ Ask the Remington Rand man to let you try one for a few days. No obligation.

20. CARBON SELECTOR



☞ Remington's latest contribution to making the typist's life easier, is the new carbon selector, with patented dot which removes one sheet of carbon paper from the package at a time. No more fumbling for a single sheet and getting several. No more wrinkled carbon paper before it is used. No more soiled hands. The little dot picks the top sheet of carbon paper neatly . . . holds it for you fresh, uncrumpled, sanitary. Such a little thing . . . but such a big help in the time and nuisance it saves. The Remington man will be glad to demonstrate it . . . ask him.

21. "TAKING TELEGRAMS"



☞ When a hurry-up call comes to "take a telegram" or to write a brief memorandum, it is not necessary to remove the letter you are writing from the typewriter. Simply follow this procedure:

1. Back feed the paper that is already in the machine until the paper shows a top margin of about two inches.
2. Insert the first sheet of the telegram behind the paper away from you and against the paper table.
3. Insert the second sheet of telegram against the coated side of the carbon paper (between the carbon and your letter's second sheet and similarly for each carbon you have in your machine). Thus, you position the original sheet and the 2nd, 3rd and etc. sheets of the telegram so that they are in direct opposition to the sheets of the letter.
4. Now turn the platen knob so that the telegram sheets come into position to receive the message.
5. Write the telegram.
6. Back feed until your telegram blanks may be removed from the typewriter.
7. Forward feed to the point at which you left off writing your letter and continue.

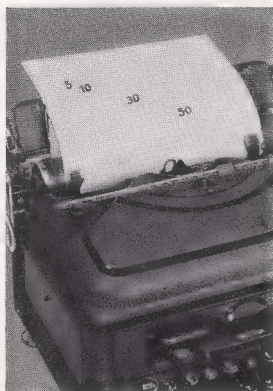
22. SPECIAL KEYBOARDS



☞ Most trades and all professions have letter characters and symbols peculiar to their type of work. Remington has a stock of over 8000 dies of special characters. Characters

for all foreign languages can be supplied on request. Find out what can be done to simplify your work by putting some of these characters on your machine.

23. MECHANICAL TABULATOR ARRANGEMENT



✍ The tabulator is not alone for statistical arrangement. It may be used to your great convenience for all sorts of other kinds of writing including standard letter as well as manuscript sheets. The proper use of the tabulator can eliminate many extra strokes of the space bar, at the same time making it possible to have a neat set-up of type. The following is a standard arrangement of stops which can be used very effectively: 5-10-30-50.

Stop No. 5 is for indenting paragraphs.

Stops No. 5 and No. 10 for three-line addresses.

Stop No. 30 for complimentary closings such as "yours truly."

Stop No. 50 for date positions.

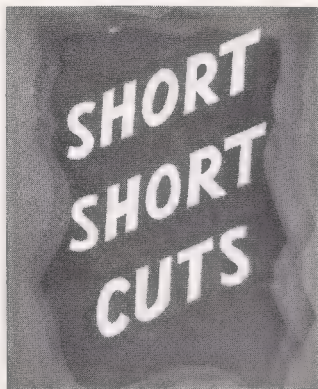
Note: For writing the complimentary closing, the carriage will register at about 45. Let it rest there. Now put in a letterhead and one press of the tab key brings the paper in proper position for date. This arrangement can be varied to suit your individual likes.

24. PLACING AN EXCESSIVE NUMBER OF CARBONS IN THE MACHINE



✍ Wrap a piece of letter size paper completely around platen and insert the material to go into the typewriter between the open flap of the paper and the platen. This will aid you in getting your carbons straight and prevents heavy material from slipping on the feed rollers and platen. (See Also Short Cut No. 9).

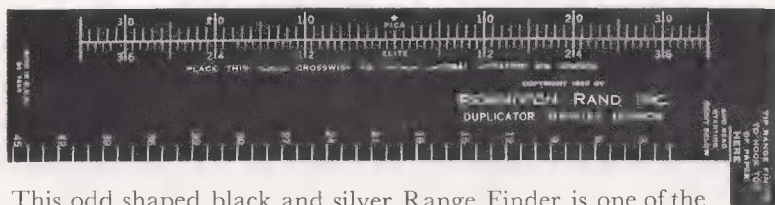
25. SHORT SHORT CUTS



1. Pica type spacing is 10 characters to the inch.
2. Elite type spacing is 12 characters to the inch.
3. Normal vertical spacing is six lines to the inch.
4. Drawing lines. Whenever it becomes necessary to make up a table of figures for which forms are not available, temporary forms can be made as follows: For

vertical lines release the variable line spacer and twirl the platen knob while holding the pencil firmly at the point where the line is needed. For horizontal lines insert the pencil at the corner of the ribbon guide and move the carriage across the paper until the line is completed. Locking the shift key and releasing the ribbon as for making stencils will facilitate your work in this respect.

5. Consult your public library for books helpful to typists. Vocational reading pays dividends.



6. This odd shaped black and silver Range Finder is one of the handiest little gadgets you've ever seen for positioning typed matter on a stencil. It will help you place the message on the stencil in exactly the same position as the copy at hand—show accurately where top edge of copy must begin—give proper platen spacing corresponding to the top printing of the stencil—helps you determine width of copy.

A Range Finder is available gratis through your Remington Rand Duplicator Supplies representative, or upon request direct to Duplicator Supplies Division, Remington Rand Inc., Seaside Park Plant, Bridgeport, Conn.

AND here are the tools for “typewriting short cuts”—Remtico Ribbons (Patrician and Paragon)—Remtico’s new Method of Manifolding—Remington Line-A-Time—Remington Matched Duplicator Supplies—The New Remington Noiseless—The New Remington 17.

THE PATRICIAN RIBBON

☞The selection of a typewriter ribbon, like a dress or a suit, begins with the quality of the fabric. Cheap typewriter ribbons, which at first give results “as good” as the best, are made of cheap fabrics. Their short life and the poor results obtained from their use make them in the end the most expensive type of ribbon you can buy. ☞Patrician Silk Ribbon is inked for finest quality in the typed product . . . prints in sharply outlined characters.

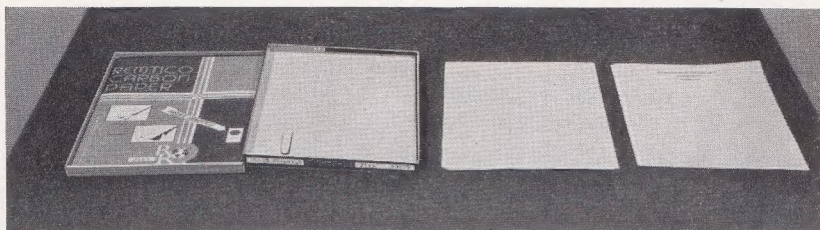


☞The greatly enlarged micro-photo at the right shows the uniform character of Patrician printing which persists practically throughout the exceptionally long life of this ribbon. In the case of a cheap ribbon the micro-photo reveals a much more ragged letter outline, a succession of “bumps,” detracts from the clear black and white impression of the typed page. “Stainless” tips on the Patrician Silk Ribbon permit changing without soiling hands.

THE PARAGON RIBBON

☞For general office work we recommend the Paragon Ribbon. It is medium priced . . . has a thread count of 304 to the square inch, and embodies all the essentials of a good writing ribbon.

THE REMTICO "SHEET SELECTOR" AND CONTAINER REVOLUTIONIZE MANIFOLDING



☞ This is indeed a "short cut" in manifolding. Note in the illustration the arrangement of material. With the patented "Sheet Selector," one sheet of carbon is raised at a time, second sheets are inserted beneath and the two placed in the box cover where they are automatically aligned. When the pack is complete, pressure on the small flap in the box cover raises it for easy removal to the machine. When typing is completed, carbons and copies are separated as units. The edges of the carbons are uncoated so fingers are never soiled. This is the fastest, cleanest, simplest method of manifolding ever devised.

DUPLICATING SUPPLIES

☞ The new, Matched line of Duplicator Supplies will put your stencil copies upon an entirely new standard of excellence.

☞ **RR₂ STENCIL PAPER.** "The stencil with the Typist's viewpoint." It gives visible typing, takes corrections easily and never annoys because of looped letters (like "o") dropping out.

☞ **RR DUPLICATOR INK** is furnished in two types—one sharp for legibility—the other blacker if you want great contrast.

☞ **RR CORRECTION FLUID.** A new, quicker method that eliminates annoying delays of old fashioned methods and assures perfect corrections. Try one—or **ALL THREE**—you will be delighted with your new found stencil cutting pleasure.

A TRANSCRIBING SHORT CUT— THE LINE-A-TIME

☞ Reading notes or copy placed on the desk beside the machine necessitates turning the head innumerable times during a day's transcribing. It means terrific eye strain with accompanying headaches and lowered vitality. But Line-A-Time eliminates these handicaps. It brings copy directly in front of the operator at eye level, the natural position. This assures easy reading, correct posture and no eye strain. The saving in energy, the improvement in health, the increased production with decreased effort make the Line-A-Time a real boon to the typist.

TWO MODELS AVAILABLE

THE HARD WAY



Fig. 1

☞ The Remington Line-A-Time is available in two models—the Standard and the Secretarial or “Collapsible.” The latter is used in the typewriter desk compartment and folds away with the machine. See Figure 2. It may also be had with a base similar to the Standard model which permits its being moved about.

SIZES AND USES

☞ The Standard Line-A-Time is suitable to all kinds of office machine copy work—typewriting, bookkeeping and accounting, punched card accounting, etc. It comes in six sizes to hold copy 12, 16, 20, 25, 30 or 36 inches wide. The Secretarial model comes in one width only, 12 inches, for general correspondence work.

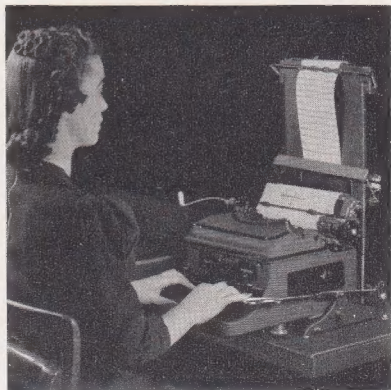


Fig. 2

DID YOU KNOW?

Did you know that in the 25 typing short cut illustrations in this booklet, you see the expert hands of the world's fastest typist, Miss Hortense Stollnitz, whose official record is 159.1 words per minute for one hour of continuous copying of unfamiliar material. Miss Stollnitz has typed as many as 314 words in one minute by writing a memorized sentence at the astonishing rate of 17 strokes per second. These international records were made on Remington typewriters which Miss Stollnitz, a renowned consultant and recognized authority, uses exclusively. Says she: "My preference—in office or classroom—for speed, ease of operation, beautiful printwork—is the Remington Noiseless Typewriter."

THE TYPEWRITER OF TOMORROW

You can look forward to seeing the next Remington Typewriters as another example of the same progressive ingenuity and precision workmanship that has been characteristic of Remingtons since 1874.

As always, Remington will offer you a typewriter with all of the convenience, ease of operation and beauty in printwork that you require for top quality work.

Watch for Remington — the typewriter of tomorrow . . .

REMINGTON • *First • Finest • Fastest*

TYPEWRITER DIVISION
REMINGTON RAND INC.
BUFFALO, N. Y.